

**DISTINGUISHING FEATURES OF THE WORK**

Actively supports and upholds the City's stated mission and values. Under supervision of the Sustainability Specialist, this employee will perform duties to support the Sustainability Program, specifically in the areas of research, community events and outreach and education.

**EXAMPLES OF THE WORK PERFORMED**

- Provides excellent customer service to both internal and external customers.
- Conducts education and outreach to help raise awareness about sustainability and climate protection efforts.
- Assists the Sustainability Program with citywide education outreach efforts.
- Provides support to the Sustainability Program and ongoing interdepartmental collaboration efforts.
- Regular attendance is an essential function of this job to ensure continuity.
- Performs related duties as required.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to communicate effectively, both orally and written as well as follow oral and written instructions.
- Ability to meet deadlines.
- Ability to accept changes in project schedules.
- Ability to establish and maintain effective working relationships with all level of City employees, the general public, other agencies and contractors.
- Any combination of experience and training predicting the ability to successfully fulfill the requirements of the position.

**DESIRED EXPERIENCE AND TRAINING**

- Public speaking experience.
- Working knowledge of sustainability concepts and climate protection strategies.

**OTHER REQUIREMENTS**

- Must possess, or obtain upon employment, a valid Arizona drivers license.
- Ability and willingness to work at public events that may include weekends.